



CITY OF LAKEPORT
EMC SUPERVISOR
(Formerly Mechanical Electrical Specialist)

Job Description

DEFINITION

Under limited supervision, plans, coordinates, directs, and supervises activities of those involved in the maintenance and repair of gas and diesel-powered light and heavy equipment and vehicles, and the control of parts inventory; processes parts, equipment, and supplies; performs the work supervised; performs related duties as required.

CLASS CHARACTERISTICS

The Electrical Mechanical Control Supervisor is a single position class and is responsible for directing the work of equipment maintenance personnel. In addition, the incumbent performs a variety of maintenance tasks including electronic and electrical installations, troubleshooting and repairs; plumbing repairs and installation and developing programs for controllers and installing/maintaining a variety of electronic equipment.

ESSENTIAL FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Plans, coordinates, inspects, supervises and participates in the maintenance and repair of gas and diesel-powered light and heavy equipment and vehicles; welds and fabricates equipment and parts; repairs generators and small equipment; coordinates equipment maintenance and repair activity with other divisions and City departments.

Installs new service panels; runs conduit; designs and installs relay and photo controls for lights; designs and installs alarm systems for water reservoirs; designs and installs irrigation systems; makes wiring diagrams; repairs, installs and troubleshoots electronic components.

Installs a variety of plumbing fixtures such as eye wash stations and water heaters; solders copper pipes; repairs and/or replaces valves and other plumbing fixtures.

Supervises and assigns work to subordinates, providing general instructions and technical assistance; coordinates the scheduling and completion of maintenance and repair work by determining operational priorities and resolving workload problems; inspects work and evaluates for conformance to established work standards; ensures that safe work methods are followed; conducts inspections of large trucks for Department of Transportation.

Evaluates work methods and operations; plans and schedules activities; prepares, estimates, and monitors maintenance and operating costs; evaluates policies, procedures, and services to determine effectiveness; makes changes to increase effectiveness to meet objectives controls expenditures of allocated funds.

Develops and implements programs relative to the preventive maintenance and repair of equipment and vehicles; inspects equipment and vehicles to assess the extent and cost of needed repair; establishes and maintains a variety of records regarding vehicle and equipment services.

Requests the purchase of parts, equipment, and supplies; supervises the control of parts, equipment, and supplies inventory; coordinates the procurement of various parts, equipment, and supplies for other public works divisions; prepares purchase order requests, writes specifications for new equipment and vehicles, and obtains price quotations; ensures that inventory is maintained at levels adequate to meet equipment and vehicle maintenance and repair needs.

Plans and implements employee training; evaluates employee performance; initiates disciplinary action.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include graduation from high school or equivalent and completion of specialized training in the maintenance and repair of gas and diesel-powered light and heavy equipment; and four years of related journey-level mechanic and/or electrical experience, including or supplemented by experience in supervision.

Knowledge, Skills and Abilities

Thorough knowledge of the tools, equipment, and procedures used in the maintenance and repair of diesel and gas-powered equipment; safe work practices; operation of City-owned light and heavy equipment. Considerable knowledge of methods; pertinent laws, codes, safety orders, and safe work practices related to equipment operation and maintenance and the repair facility; principles of electronics and electricity; plumbing repairs; operation of computers and related software including SCADA systems.

Ability to communicate clearly and concisely, both orally and in writing; plan, layout and assign work to skilled mechanics; diagnose defects in and repair a wide variety of light and heavy equipment; plan, direct, and coordinate equipment maintenance and repair; select, train, supervise and evaluate employees; maintain records and complete a variety of reports; make decisions regarding operational and personnel functions; operate programs within budgeted amounts; respond to emergency and problem situations in an effective manner; understand, explain and apply policies and procedures; provide and enforce safety procedures and regulations; estimate labor and material costs; determine the requirements for major mechanical maintenance and repair work; inspect and determine the adequacy of work performed; read and interpret repair manuals, wiring diagrams, and schematics.

Special Requirements

Possession of or ability to obtain Class A California driver's license and a satisfactory driving record.

Receive satisfactory results from a background investigation, physical examination, drug testing and administrative screening which meet the established qualification standards.

PHYSICAL PROFILE:

CATEGORY II – MODERATE PHYSICAL EFFORT

DEFINITION

Work assignments for this category require moderate physical exertion associated with the ability to lift, carry, push, pull or climb.

CHARACTERISTICS

Classes in this category require a physical capability for sustained physical work of a moderate nature. Physical requirements may vary from position to position, but do not require the strength and endurance usually associated with heavy physical effort. Moderate physical effort is required while performing tasks such as general automotive repair work, painting, supervision and restraint of juveniles, etc.

OTHER FACTORS

Lifting Moderate: Lifting 50 pounds maximum with frequent lifting, pushing, and/or carrying of objects weighting up to 25 pounds.

Climbing: Ascending or descending ladders, ramps, scaffolding, poles and the like; using feet and legs and/or hands and arms.

Reaching: Reaching above the shoulders to place and/or retrieve objects.

Walking: Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day.)

Standing: Ability to stand with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Sitting: Ability to sit with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Agility : Ability to move quickly and easily often including the ability to crawl, stoop or bend.

Distant Vision, Acceptable for Driving: Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.

Temperatures: Works in temperature sufficiently high or low to cause marked bodily discomfort.

Fumes: Potential inhalation or contact with smoke, vapors, dust or gasses.

Work Environment – Outdoors: Ability to work outdoors in all types of weather conditions.

Work Environment – Moving Objects: Ability to work around moving objects, machinery or vehicles.

Work Environment – Surfaces: Ability to walk on slippery or uneven surfaces.

Heights: Ability to work on surfaces above 20 feet.

CLASS RANGE NO.	40
FLSA	Non-Exempt
ADOPTION DATE	3/29/12
REVISION DATE	
APPROVED BY:	